

FACT SHEET TEMPLATE
ISSUE TITLE IN CAPS *(type title here)*

QUESTION: *(Insert issue area in question format)?*

General Guidance: *Answers and background (including accomplishments and Congressional inquiries) should be written in bullet format, with 1 or 2 sentences per bullet. All bullets should be short and concise. Please include funding and FTE amounts if applicable and refrain from lengthy paragraphs or in-depth descriptions. (Eliminate this paragraph in your submissions).*

ANSWER:

- Please provide an overall answer in the first bullet.
- Additional bullets should make additional points that build on the direct answer in the first bullet.
- No more than 3 bullets per answer.

BACKGROUND:

- Explain important background in 2-3 bullets. Please include specific bullets for Accomplishments and Congressional Inquiries, if applicable.
- Include dollar amounts in answers, including prior year funding, if possible.
- Accomplishments. Explain performance and results in one or two bullets.
- Congressional Inquiries. Include information on areas of congressional interest, including legislation, member interest(s), specific questions and lawsuits.

RESOURCES
(Dollars in Millions):

Approp.	FY 2015 Enacted		FY 2016 Enacted		FY 2017 Pres Bud	
	\$	FTE	\$	FTE	\$	FTE
EPM	\$0.0M	0.0	\$0.0M	0.0	\$0.0M	0.0
S&T						
SF						
Total	\$0.0M	0.0	\$0.0M	0.0	\$0.0M	0.0

Insert or delete rows as needed

Format Reminder: *This document is in Microsoft Word, portrait page style, with 1-inch margins, and Times Roman font. The size is 12 point, except for the contact name and phone numbers, which are in 8 point. Eliminate this reminder in your submissions.*